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**TOWN OF OAKVILLE – RECREATION & CULTURE DEPARTMENT**  
**AQUATIC SERVICES JOB DESCRIPTION**

**Position Title:** Deck Supervisor  
**Reports To:** Recreation Coordinator – Aquatics  
**Pay Code:** 8240

**Current Revision:** January 2023  
**Next Revision:** January 2026

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**PRINCIPLE RESPONSIBILITY**

Works as an alternate to the Recreation Coordinator to provide effective supervision of a Town of Oakville Swimming Pool including: staff management, program planning and delivery, administration, safety supervision and facility operations.

**QUALIFICATIONS**

**Minimum Age:** 16 Years  
**Current within 2 years:** L.S.S. National Lifeguard Award (NL)  
Standard First Aid with CPR (Level C)  
LSS Swim Instructor & LSS Lifesaving Instructor  
High Five – Principles of Healthy Child Development  
Satisfactory Police Information Check with Police Vulnerable Sector Check (if 18 years or older) current within 30 days of submission

**Other Qualifications:** Aquatic Supervisory Training (AST)  
L.S.S. Examiner (to Bronze Cross) Preferred

**Note:** All qualifications must be current for the entire program session (e.g. Fall, Winter, Spring, Summer) for which the employee has been hired. Verified copies of all awards must be kept on file with Aquatic Services.

**PHYSICAL REQUIREMENTS**

- Vision requirement of 20/20 corrected
- Ability and fitness level to perform lifeguarding and rescue skills at or above the NL standard.

**PRIMARY DUTIES**

- Demonstrated knowledge of Aquatic Services policies, procedures, and practices allow the Deck Supervisor to make decisions and run programs in accordance with accepted practices while keeping all areas of the operation in perspective.
- Maintains effective communication with all levels of staff and supervisors including: full time aquatic staff, facility staff, and part-time aquatic staff.
- Responsible for the delivery of instructional programs and special events at the facility.
- Coaching and mentoring support staff in accordance with Aquatic Services policies, procedures, and practices.
- Ensures high standards of safety supervision. Monitors staff and public to ensure that all Town of Oakville, Aquatic Services, and Ontario Regulations are upheld at all times. Reports deficiencies in a timely manner. Routinely makes decisions impacting public safety including decisions on when and if to close a swim due to safety related issues.
- Maintains effective public relations employing tactful, polite and helpful demeanor. Educates the public with respect to the content of programs offered by the Town of Oakville. Promotes water safety and supports Town policies and procedures.
- Strong knowledge of program registration system (Xplor Recreation ) and cash handling procedures.
- May be required to take on instructing and guarding duties based on program demands.
- Performs water tests and pool maintenance as required while adhering to the Health Act and WHMIS legislation as it applies to assigned duties.
- Other duties as assigned.

**The Deck Supervisor MUST:**

- Attend all staff training sessions pertinent to the position.
- Be available to fulfill the work schedules as posted.
- Wear the current Aquatic Services uniform at all times.
- Have an understanding of Town of Oakville policies, emergency procedures, and fire safety plan, and respond appropriately to all situations, executing proper rescue techniques and providing first aid where necessary.
- Set a good example for support staff and should organize staff to achieve above average performance.